

Policy Statement

Policy Statement for Free and Reduced-Price Meals

The policy statement outlines the procedures that a school food authority will uniformly implement in determining student eligibility to receive the benefits of the National School Lunch and School Breakfast Programs. All school districts and other program sponsors participating in the National School Lunch Program and/or School Breakfast Program must agree to furnish the benefits of these programs to all students regardless of their ability to pay.

In fulfilling its responsibilities, the school district agrees:

- To serve meals free to children from households whose income is at or below the current eligibility income scale for free meals or whose families are recipients of Food Stamps or Temporary Assistance to Needy Families (TANF);
- To serve meals at a reduced price to children from households whose income is at or below the current eligibility income scale for reduced-price meals;
- To provide these benefits to foster children who meet the criteria as wards of the court or state welfare agency;
- To provide these benefits to children from households on a temporary basis that are experiencing strikes, layoffs, and unemployment that causes the household income to fall below the eligibility income scale;
- That there will be no overt identification of any child receiving these benefits;
- That no child shall be discriminated against because of race, color, gender, disability, age, or national origin;

- To establish a fair hearing procedure;
- To designate both a reviewing official and a hearing official (they cannot be the same individual);
- To submit to the informational media, local employment offices, and major employers contemplating large layoffs, a public release containing the letter to parents, the eligibility criteria, and the application form;
- To establish and follow meal count and collection procedures that will not overtly identify those students receiving free and reduced-price meals; and
- To submit to the South Carolina Department of Education, Office of School Food Services and Nutrition any proposed alterations, amendments, public announcements, etc. prior to implementation; such changes to be effective only upon approval.

The current policy statement renewal and the most recently approved full policy statement must be kept on file in the school food authority and referred to at the beginning of each school year to assure compliance with its provisions. **Copies of key attachments for the current school year must be given to each person processing meal applications for the district/sponsor and to all school staff responsible for implementing the free and reduced-price benefit requirements of the program.**

Pricing Versus Non-pricing Policy Statements

Depending on the school food authority operating the school nutrition programs, the policy statement will be considered either a pricing or a non-pricing document.

Pricing Programs

Public school systems and most private/parochial schools are considered pricing programs. As pricing programs, free and reduced-price eligibility determinations and reporting meals by eligibility categories—free, reduced-price, and full-paid—are critical to claiming meals for Federal reimbursement.

are basic instructions for completion of the policy statement and implementation of the program.

Prototype pricing and non-pricing policy statements with basic critical attachments and instructions for completing and implementing are included in this section.

Non-Pricing Programs

The non-pricing policy applies to those operations that claim all meals for only free or only full-paid reimbursement rates. Non-profit residential child care institutions and group homes normally complete and submit a non-pricing policy, as all children served in these programs receive free meals. Residential schools that charge tuition may participate in federally-funded school nutrition programs but are only allowed to claim meals in the full-paid category at the lowest reimbursement rates.

These two types of non-pricing programs are not required to obtain or approve free and reduced-price meal applications. Documentation for claiming a single reimbursement rate is based on enrollment data by student name, dates of residence, and non-profit status of the participating institution or school.

Dual Program Types

In certain instances, school food authorities participate as both pricing and non-pricing policy programs. This normally occurs when a residential institution also serves day students. Since the day students are not considered residents of the institution, meal applications must be negotiated for each day student in order to claim the appropriate category of meal eligibility-free, reduced price, or full paid-for reimbursement.

Impact of Different Program Types

The policy statement and the required site profile information entered in the SNACS are impacted by these differences. The SNACS calls for different initial information depending on pricing or non-pricing status.

At the beginning of each school year policy statements are developed by the Office of School Food Services and Nutrition and sent to school food authorities based on their program type. Included

Pricing Program Policy Statement Contents*

Instructions for the 20__-20__ SFA Free and Reduced-Price Meal Policy Statement

Program Identification

Designation of Hearing, Reviewing and Verifying Officials

Renewal Policy Statement for Free and Reduced-Price Meals

Section I: Pricing Program Policy Statement for Free and Reduced-Price Meals

Attachment A: Household Size and Income Guidelines, Effective July 1, 2004 through June 30, 2005

Attachment B: Parent/Guardian Letter, 2004—2005

Attachment C1: Free and Reduced-Price School Meals Application, Single Child

Attachment C2: Free and Reduced-Price School Meals Application, Multi-Child

Attachment D: Notification Letter

Attachment E: Public Media Release, 2004—2005

Attachment F: Meal Count/Collection Procedure(s)

Attachment G: We Must Check Your Application Letter

Attachment H: We Have Checked Your Application Letter

Attachment I1: Verification Tracker for School Use

Attachment I2: Verification Roster

Attachment I3: School Food Authority Verification Summary

Attachment J: Notification of Predetermined Eligibility

Section II: Waiver of Confidentiality for Free and Reduced-Price Meal Eligibility Disclosures

Section III: Direct Certification for Free Meal Benefits—Refer to SCSFS Program Reference Manual, Section 10, for explanation and relevant prototype forms.

Section IV: Special Assistance Provisions 1, 2, and 3—Refer to SCSFS Program Reference Manual, Section 9C, for explanation and relevant prototype forms.

Non-Pricing Program Policy Statement Contents*

Non-Pricing Program Policy Statement for Free and Reduced-Price Meals

Non-Pricing Program Attachment A: Meal Count Methods

Non-Pricing Program Attachment B: Meal Eligibility Documentation

*Small versions of all documents are shown on the following pages. Full size forms for printing are available in Section 27.

South Carolina School Food Service Program Reference Manual

Section 2C: Policy Statement

INSTRUCTIONS FOR THE 20__-20__ SCHOOL FOOD AUTHORITY FREE AND REDUCED PRICE MEAL POLICY STATEMENT AND IMPLEMENTING POLICY PROVISIONS

Below you are given instructions for completing the basic forms and attachments pertaining to:

- (Section I) the 20__-20__ policy statement for free and reduced price meals;
- (Section II) the waiver of confidentiality;
- (Section III) direct certification; and
- (Section IV) Special Assistance Provisions 1, 2, and 3.

We are hopeful that the information provided will expedite the school food authority's submission and State approval of the 2003-2004 Policy Statement Renewal. You are not required to return these instructions with your Policy Statement Renewal. However, a copy of the instructions and this Policy Statement should be retained locally for implementation, instruction and guidance on confidentiality, direct certification, and Provisions 1, 2, and 3 for determining eligibility and claiming meals.

SECTION I

Specific form identification and instructions for both completion and implementation of the Policy Statement are as follows. (Please note that school food authorities are not required to submit a full Policy Statement to the State Office. The signature and renewal forms with appropriate revised attachments are required. Note that the renewal form must be signed by the district superintendent or higher authorized designee since this individual is accepting responsibility and must have full authority for all site actions as they relate to free and reduced price policy.)

1. **PROGRAM IDENTIFICATION** - Indicate if the school food authority intends to participate in Special Assistance Provisions 1, 2, or 3.

2. **BASIC POLICY PAGES** - The basic policy consists of four pages and contains assurances and agreements under which the district and/or school will operate its feeding programs.

INSTRUCTIONS FOR COMPLETING: Blank spaces on pages 1 and 4 of the Policy Statement are to be completed with the appropriate information for each school food authority. If signature provided on page 4 is not that of district superintendent or comparable school food authority representative, we must receive written authorization for the designee's signature.

INSTRUCTIONS FOR IMPLEMENTING: Once approved, copies of the Policy Statement (including basic pages and attachments) must be kept on file in the school food authority's office and at each school or program site. School food authorities are asked to make sufficient copies of the approved policy for distribution to each school/site. The Policy Statement as well as all food service records must be retained on file three years plus the current school year. Current approved renewals must be retained on file with the most recently approved full Policy Statement.

3. **ATTACHMENT (A)** - Attachment A provides the complete "Household Size and Income Guidelines for Free and Reduced Price Meals" to be used for determining eligibility for school year 20__-20__.

INSTRUCTIONS FOR COMPLETING: Attachment A, like the basic policy, should be adapted to conform to each school food authority's intention to operate programs. References made to programs not applicable should be deleted.

INSTRUCTIONS FOR IMPLEMENTING: The "Household Size and Income Guidelines" provide the basic criteria for determining recipient eligibility. Therefore, it is imperative that approving officials use this scale when determining a student's eligibility.

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SECTION I

PROGRAM IDENTIFICATION

(Name of School Food Authority)

will participate in the following programs during the 20__-20__ school year in one or more schools:

- ☐ National School Lunch Program
- ☐ School Breakfast Program
- ☐ Afterschool Snack Program

We also intend to participate in Special Assistance: ☐ Provision 1
☐ Provision 2
☐ Provision 3

(Note that participation in any provision is optional and mainly recommended for schools/districts with a high percentage of enrolled students eligible for free and reduced price meals. If you have indicated participation or interest in additional information about the provisions, we will be contacting you on further follow-up and specific actions to be taken.)

Instructions for the SFA Free and Reduced-Price Meal Policy Statement

Policy Statement for Free and Reduced Price Meals Designation of Hearing, Reviewing and Verifying Officials

Please complete the information below as it applies to your school food authority's Policy Statement for Free and Reduced Price Meals.

_____, designates as:
(Name of School Food Authority)

1. Hearing Official, _____ Name of Responsible Person
and/or _____ Title of Responsible Person(s)

This person shall ensure that all required provisions of the appeal process are followed as outlined in Section G (page 2 of the basic policy pages) of the Policy Statement.

The hearing official must be someone not involved in making the determination under appeal or any previous conference. It is recommended that the hearing official hold a position at a higher administrative level than the reviewing official(s). **The hearing official and the reviewing/verifying officials cannot be the same individuals.**

2. Reviewing Official, _____ Name of Responsible Person
and/or _____ Title of Responsible Person(s)

This person reviews applications and makes eligibility determinations. This official will use the criteria outlined in the policy to determine which individual children are eligible for free and reduced price meals.

3. Verifying Official, _____ Name of Responsible Person
and/or _____ Title of Responsible Person(s)

This person verifies the eligibility of applicant households in accordance with program regulations and maintains annual records as follows: (1) a summary of the verification efforts which includes the selection methods used; (2) the total number of applications on file by October 31; the percentage or number of applications verified.

4. Amendments: A blank copy of this attachment may be used to amend the policy statement if there ever is a need to change one or more of the above designated officials. Complete the following and forward a copy to the State Office for approval.

Please amend the policy statement as reflected above.

Signature of Authorized School Food Authority Representative/District Superintendent

Date

Approved by:

Signature of State Office of School Food Services and Nutrition Representative

Date

RENEWAL POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS

(Name of School Food Authority) _____ is amending its current State-approved Free and Reduced Price Policy Statement for the 20__-20__ school year with the following changes and/or additions for the 20__-20__ school year:

- ☒ **Attachment A:** Income Eligibility Guidelines
- _____
Attachment B: Revision to Letter to Households (revised copy attached)
- _____
Attachment C: Revision to Application Forms and Instructions (revised copy attached)
- _____
Attachment D: Revision to Notification of Eligibility Letters (revised copy attached)
- _____
Attachment E: Public/Media Release (copy attached to document submission to local media)
- _____
Attachment F: Revisions in Meal Count/Collection Procedures (amendment attached)
- _____
Attachment G: Revision to Notification of Selection for Verification (revised copy attached)
- _____
Attachment H: Letter of Verification Results (revised copy attached)
- ☒ **Attachment I:** Verification Tracker/Roster
- _____
Attachment J: Revision to Notice/Letter of Predetermined Eligibility (revised copy attached)

***Please note that if the current prototypes provided by the State Office have been used, it is NOT necessary to re-submit these for approval. Sufficient quantities may be reproduced locally as needed.**

APPROVED BY:

S. C. Department of Education
Office of School Food Services and Nutrition:

District Use:

Director, State Office of School Food Services and Nutrition

Signature of Authorized School Food Authority Representative

Date

Date

Designation of Hearing, Reviewing and Verifying Officials

Renewal Policy Statement for Free and Reduced-Price Meals

South Carolina School Food Service Program Reference Manual

Section 2C: Policy Statement

PRICING PROGRAM
POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS
Year: 20__-20__

The _____ (Name of School Food Authority) has agreed to participate in the National School Lunch Program and the School Breakfast Program and to receive commodities donated by USDA and accept responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The School Food Authority assures the State Department of Education, Office of School Food Services, that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs, School Breakfast Programs, and commodity-only schools under its jurisdiction. In fulfilling its responsibilities the School Food Authority agrees to:

- Serve meals free to children from households whose income is at or below that listed in Attachment A, column 1, to households providing a food stamp case number or a TANF case number and to those students pre-approved by direct certification. (TANF refers to the Temporary Assistance to Needy Families Program as administered by the S. C. Department of Social Services.)
- Serve meals at a maximum reduced price of 40¢ for lunch and 30¢ for breakfast to children from households whose income is within that listed in Attachment A, column 2.

Income

"Income" means current income before deductions for income taxes, employees' social security taxes, insurance premiums, bonds, etc. It includes the following:

- Monetary compensation for services, including wages, salary, commission or fees
- Net income from non-farm self-employment
- Net income from farm self-employment
- Social Security
- Dividends or interest on savings or bonds, income from estates or trusts, or net rental income
- Public assistance or welfare payments and Supplemental Security Income
- Unemployment and workman's compensation
- Government civilian employee or military retirement or pensions or veteran's payments
- Private pensions or annuities
- Alimony or child support payments
- Regular contributions from persons not living in the household
- Net royalties
- Other cash income (i.e., cash amounts received or withdrawn from savings, investments, trust accounts or other resources)

C. Provide appropriate benefits to foster children in certain cases and to children from households who are experiencing unemployment which causes the household income to fall within the criteria set forth in Attachment A.

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Pricing Program Policy Statement for Free and Reduced-Price Meals

B

Dear Parent/Guardian:

Children need healthy meals to learn. _____ lunch costs _____. Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is _____ for breakfast and _____ for lunch.

To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to:** _____

Here are answers to questions you may have about applying:

- Who can get free or reduced price meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your children can get free or reduced price meals.
- Will the information I give be checked?** Yes, we may ask you to send written proof of the information you give.
- What if I stop getting Food Stamps or TANF?** If your children qualify because you listed a Food stamp or TANF case number, you must tell the school when you no longer get Food Stamps or TANF.
- What if my household size or income changes?** If your children qualify for free or reduced price meals based on your income, you must tell us if your household size goes down or if your income goes up by more than \$50 per month (\$600 per year). Call us at _____. You do not have to fill out another application.
- If I don't qualify now, may I apply again later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps or TANF. If you lose your job, your child(ren) may be able to get free or reduced price meals during the time you are unemployed.
- What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: _____

If you have other questions or need help, call _____.

Si necesita ayuda, por favor llame al telefono: _____.

Si vous voudriez d'aide, contactez nous au numero: _____.

FEDERAL INCOME CHART
Effective from July 1, 2004 to June 30, 2005

Household Size	Annual	Monthly	Weekly
1	17,224	1,436	332
2	23,107	1,926	445
3	28,990	2,416	558
4	34,873	2,907	671
5	40,756	3,397	784
6	46,639	3,887	897
7	52,522	4,377	1,011
8	58,405	4,868	1,124
Each additional person	+5,883	+491	+114

Your child may qualify for free or reduced price meals if your household income falls within the limits on this chart.

Privacy Act Statement: This explains how we will use the information you give us. The National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals. The Social Security Number of the adult household member who signs the application is required unless you list Food Stamp or TANF case numbers for all children you are applying for. OR if you are applying for a foster child, you must check the "I do not have a Social Security Number" box. If the adult household member signing the application does not have a Social Security Number, we will use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into misuse of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U. S. Department of Agriculture policy, this institution, on the basis of race, color, national origin, sex, age, or disability, will not discriminate in its programs. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 328-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC, 20250-4410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely, _____

Attachment B: Parent/Guardian Letter

A

Household Size and Income Guidelines for Free Meals or Reduced Price Meals Effective July 1, 2004 Through June 30, 2005

(1) Income Guidelines for Free Meals - 130% (2) Income Guidelines for Reduced Price Meals - 185%

Household Size	Annual	Monthly	Weekly	Household Size	Annual	Monthly	Weekly
(1)	12,103	1,009	233	(1)	12,204	1,008	232
(2)	16,061	1,338	309	(2)	16,162	1,337	308
(3)	20,019	1,668	384	(3)	20,120	1,667	383
(4)	23,977	1,997	459	(4)	24,038	1,996	458
(5)	27,935	2,327	534	(5)	28,046	2,326	533
(6)	31,893	2,656	609	(6)	31,954	2,655	608
(7)	35,851	2,986	684	(7)	35,962	2,985	683
(8)	39,809	3,315	759	(8)	39,918	3,314	758
(9)	43,767	3,645	834	(9)	43,825	3,644	833
(10)	47,725	3,974	909	(10)	47,833	3,973	908
(11)	51,683	4,304	984	(11)	51,791	4,303	983
(12)	55,641	4,633	1,059	(12)	55,749	4,632	1,058
(13)	59,599	4,963	1,134	(13)	59,707	4,962	1,133
(14)	63,557	5,292	1,209	(14)	63,615	5,291	1,208
(15)	67,515	5,622	1,284	(15)	67,573	5,621	1,283
(16)	71,473	5,951	1,359	(16)	71,531	5,950	1,358
(17)	75,431	6,281	1,434	(17)	75,489	6,280	1,433
(18)	79,389	6,610	1,509	(18)	79,447	6,609	1,508
(19)	83,347	6,940	1,584	(19)	83,405	6,939	1,583
(20)	87,305	7,269	1,659	(20)	87,363	7,268	1,658
(21)	91,263	7,599	1,734	(21)	91,321	7,598	1,733
(22)	95,221	7,928	1,809	(22)	95,279	7,927	1,808
(23)	99,179	8,258	1,884	(23)	99,237	8,257	1,883
(24)	103,137	8,587	1,959	(24)	103,195	8,586	1,958
(25)	107,095	8,917	2,034	(25)	107,153	8,916	2,033
(26)	111,053	9,246	2,109	(26)	111,111	9,245	2,108
(27)	115,011	9,576	2,184	(27)	115,069	9,575	2,183
(28)	118,969	9,905	2,259	(28)	119,027	9,904	2,258
(29)	122,927	10,235	2,334	(29)	122,985	10,234	2,333
(30)	126,885	10,564	2,409	(30)	126,943	10,563	2,408
(31)	130,843	10,894	2,484	(31)	130,901	10,893	2,483
(32)	134,801	11,223	2,559	(32)	134,859	11,222	2,558
(33)	138,759	11,553	2,634	(33)	138,817	11,552	2,633
(34)	142,717	11,882	2,709	(34)	142,775	11,881	2,708
(35)	146,675	12,212	2,784	(35)	146,733	12,211	2,783
(36)	150,633	12,541	2,859	(36)	150,691	12,540	2,858
(37)	154,591	12,871	2,934	(37)	154,649	12,870	2,933
(38)	158,549	13,200	3,009	(38)	158,607	13,199	3,008
(39)	162,507	13,530	3,084	(39)	162,565	13,529	3,083
(40)	166,465	13,859	3,159	(40)	166,523	13,858	3,158
(41)	170,423	14,189	3,234	(41)	170,481	14,188	3,233
(42)	174,381	14,518	3,309	(42)	174,439	14,517	3,308
(43)	178,339	14,848	3,384	(43)	178,397	14,847	3,383
(44)	182,297	15,177	3,459	(44)	182,355	15,176	3,458
(45)	186,255	15,507	3,534	(45)	186,313	15,506	3,533
(46)	190,213	15,836	3,609	(46)	190,271	15,835	3,608
(47)	194,171	16,166	3,684	(47)	194,229	16,165	3,683
(48)	198,129	16,495	3,759	(48)	198,187	16,494	3,758
(49)	202,087	16,825	3,834	(49)	202,145	16,824	3,833
(50)	206,045	17,154	3,909	(50)	206,103	17,153	3,908
(51)	210,003	17,484	3,984	(51)	210,061	17,483	3,983
(52)	213,961	17,813	4,059	(52)	214,019	17,812	4,058
(53)	217,919	18,143	4,134	(53)	217,977	18,142	4,133
(54)	221,877	18,472	4,209	(54)	221,935	18,471	4,208
(55)	225,835	18,802	4,284	(55)	225,893	18,801	4,283
(56)	229,793	19,131	4,359	(56)	229,851	19,130	4,358
(57)	233,751	19,461	4,434	(57)	233,809	19,459	4,433
(58)	237,709	19,790	4,509	(58)	237,767	19,788	4,508
(59)	241,667	20,120	4,584	(59)	241,725	20,119	4,583
(60)	245,625	20,449	4,659	(60)	245,683	20,448	4,658
(61)	249,583	20,779	4,734	(61)	249,641	20,777	4,733
(62)	253,541	21,108	4,809	(62)	253,599	21,107	4,808
(63)	257,499	21,438	4,884	(63)	257,557	21,437	4,883
(64)	261,457	21,767	4,959	(64)	261,515	21,766	4,958
(65)	265,415	22,097	5,034	(65)	265,473	22,096	5,033
(66)	269,373	22,426	5,109	(66)	269,431	22,425	5,108
(67)	273,331	22,756	5,184	(67)	273,389	22,755	5,183
(68)	277,289	23,085	5,259	(68)	277,347	23,084	5,258
(69)	281,247	23,415	5,334	(69)	281,305	23,414	5,333
(70)	285,205	23,744	5,409	(70)	285,263	23,743	5,408
(71)	289,163	24,074	5,484	(71)	289,221	24,073	5,483
(72)	293,121	24,403	5,559	(72)	293,179	24,402	5,558
(73)	297,079	24,733	5,634	(73)	297,137	24,732	5,633
(74)	301,037	25,062	5,709	(74)	301,095	25,061	5,708
(75)	304,995	25,392	5,784	(75)	305,053	25,391	5,783
(76)	308,953	25,721	5,859	(76)	309,011	25,720	5,858
(77)	312,911	26,051	5,934	(77)	312,969	26,050	5,933
(78)	316,869	26,380	6,009	(78)	316,927	26,379	6,008
(79)	320,827	26,710	6,084	(79)	320,885	26,710	6,083
(80)	324,785	27,039	6,159	(80)	324,843	27,039	6,158
(81)	328,743	27,369	6,234	(81)	328,801	27,368	6,233
(82)	332,701	27,698	6,309	(82)	332,759	27,697	6,308
(83)	336,659	28,028	6,384	(83)	336,717	28,027	6,383
(84)	340,617	28,357	6,459	(84)	340,675	28,356	6,458
(85)	344,575	28,687	6,534	(85)	344,633	28,686	6,533
(86)	348,533	29,016	6,609	(86)	348,591	29,015	6,608
(87)	352,491	29,346	6,684	(87)	352,549	29,345	6,683
(88)	356,449	29,675	6,759	(88)	356,507	29,674	6,758
(89)	360,407	30,005	6,834	(89)	360,465	30,004	6,833
(90)	364,365	30,334	6,909	(90)	364,423	30,333	6,908
(91)	368,323	30,664	6,984	(91)	368,381	30,663	6,983
(92)	372,281	30,993	7,059	(92)	372,339	30,992	7,058
(93)	376,239	31,323	7,134	(93)	376,297	31,322	7,133
(94)	380,197	31,652	7,209	(94)	380,255	31,651	7,208
(95)	384,155	31,982	7,284	(95)	384,213	31,981	7,283
(96)	388,113	32,311	7,359	(96)	388,171	32,310	7,358
(97)	392,071	32,641	7,434	(97)	392,129	32,640	7,433
(98)	396,029	32,970	7,509	(98)	396,087	32,969	7,508
(99)	399,987	33,300	7,584	(99)	399,945	33,300	7,583
(100)	403,945	33,629	7,659	(100)	403,903	33,629	7,658
(101)	407,903	33,959	7,734	(101)	407,861	33,958	7,733
(102)	411,861	34,288	7,809	(102)	411,819	34,287	7,808
(103)	415,819	34,618	7,884	(103)	415,777	34,617	7,883
(104)	419,777	34,947	7,959	(104)	419,735	34,946	7,958
(105)	423,735	35,277	8,034	(105)	423,693	35,276	8,033
(106)	427,693	35,606	8,109	(106)	427,651	35,605	8,108
(107)	431,651	35,936	8,184	(107)	431,609	35,935	8,183
(108)	435,609	36,265	8,259	(108)	435,567	36,264	8,258
(109)	439,567	36,595	8,334	(109)	439,525	36,594	8,333
(110)	443,525	36,924	8,409	(110)	443,483	36,923	8,408
(111)	447,483	37,254	8,484	(111)	447,441	37,253	8,483
(112)	451,441	37,583	8,559	(112)	451,399	37,582	8,558
(113)	455,399	37,913	8,634	(113)	455,357	37,912	8,633
(114)	459,357	38,242	8,709	(114)	459,315	38,241	8,708
(115)	463,315	38,572	8,784	(115)	463,273	38,571	8,783
(116)	467,273	38,901	8,859	(116)	467,231	38,900	8,858
(117)	471,231	39,231	8,934	(117)	471,189	39,230	8,933
(118)	475,189	39,560	9,009	(118)	475,147	39,559	9,008
(119)	479,147	39,890	9,084	(119)	479,105	39,890	9,083
(120)	483,105	40,219	9,159	(120)	483,063	40,219	9,158
(121)	487,063	40,549	9,234</				

South Carolina School Food Service Program Reference Manual

Section 2C: Policy Statement

FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION

Part 1. Children in School (Use a separate application for each foster child.)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp (not EBT card #) or TANF Case # (if any)

If you listed a Food Stamp/TANF case number for EACH child, skip to Part 4.

Part 2. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, list the amount of the child's personal use monthly income: \$ _____. Write "0" if foster child has no personal use income. Skip to Part 4.

Part 3. Total Household Income from Last Month—You must tell us how much and how often.

1. Name (List everyone in household.)	2. Last month's income and how often it was received Example: \$10/monthly Earnings from work before deductions	\$100/twice a month Welfare, child support, alimony	\$100/very other week Pensions, retirement, Social Security	\$100/weekly Other
Example: Jane Smith	\$200/weekly	\$150/weekly	\$100/weekly	\$ / _____
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
3.	\$ _____	\$ _____	\$ _____	\$ _____
4.	\$ _____	\$ _____	\$ _____	\$ _____
5.	\$ _____	\$ _____	\$ _____	\$ _____
6.	\$ _____	\$ _____	\$ _____	\$ _____
7.	\$ _____	\$ _____	\$ _____	\$ _____

Part 4. Signature and Social Security Number (Adult must sign.)

An adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement in parent letter.) I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: x _____ Date: _____
Social Security Number: _____ ☐ I do not have a Social Security Number

Part 5. Children's racial and ethnic identities (optional)

Mark one or more racial identities:

☐ Asian ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other

Mark one ethnic identity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Don't fill out this part. This is for school use only.

Monthly Income:	Household Size:	Weekly x 4.33	Every 2 Weeks x 2.15	Twice A Month x 2
Eligibility: Free _____ Reduced _____ Denied _____ Reason: _____	FS/TANF: _____	_____	_____	_____
Temporary: Free _____ Reduced _____ Time Period: _____ (expires after _____ days)	_____	_____	_____	_____

Determining Official's Signature: _____ Date: _____

Form 1 Section 9A
Letter to Household of Approval/Denial of Benefits

Date: _____

Child(ren)'s Name(s): _____
School: _____
Teacher/Grade: _____

Dear _____:

Your application for free and reduced price meals for your children has been:

_____ Approved for free meals
_____ Approved for reduced meals at _____ cents for lunch and _____ cents for breakfast

Temporarily approved for: _____
_____ free meals until _____
_____ reduced price meals until _____

Denied for the following reason(s):
_____ Income over the allowable amount
_____ Incomplete application. The following information is missing: _____

If you do not agree with the decision, you may call _____ at _____. You also have a right to a fair hearing. To request a fair hearing, call or write the following official:

Name: _____ Title: _____
Address: _____
Phone: _____

If your child is approved for meal benefits based on household income, you must tell the school when your household income increases by more than \$50 per month (\$600 per year) or if your household size decreases. If your child is approved for meal benefits based on eligibility for food stamps or TANF, you must tell the school when you no longer receive food stamps or TANF for your child.

You may apply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, have an increase in household size, or qualify for TANF or food stamps, you may fill out another application at that time.

Sincerely,

(Signature of School Principal Making Decision or Designee)

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Attachment C2: Free and Reduced-Price School Meals Application, Multi-Child

PUBLIC MEDIA RELEASE

School or School District today announced its policy for free and reduced price meals for children served in schools under the National School Lunch Program and the School Breakfast Program. Local school officials have adopted the following household size and income criteria for determining eligibility:

Household Size and Income Guidelines for Free Meals or Reduced Price Meals Effective July 1, 2004 Through June 30, 2005						
(1) Income Guidelines for Free Meals			(2) Income Guidelines for Reduced Price Meals			
Household Size	Annual	Monthly	Household Size	Annual	Monthly	
(1)	12,103	1,009	233	(1)	12,104 - 17,224	1,010 - 1,436
(2)	16,237	1,354	313	(2)	16,238 - 23,107	1,355 - 1,926
(3)	20,371	1,698	392	(3)	20,372 - 28,990	1,699 - 2,416
(4)	24,505	2,043	472	(4)	24,506 - 34,873	2,044 - 2,907
(5)	28,639	2,387	551	(5)	28,640 - 40,756	2,388 - 3,397
(6)	32,773	2,732	631	(6)	32,774 - 46,639	2,733 - 3,887
(7)	36,907	3,076	710	(7)	36,908 - 52,522	3,077 - 4,377
(8)	41,041	3,421	790	(8)	41,042 - 58,405	3,422 - 4,868

For each Additional Family Member: +4,134 +345 +80 +5,883 +491 +114

Children from families whose income is at or below the levels shown may be eligible for free or reduced price meals.

For school officials to determine eligibility the household must provide the following information on the application: (1) A food stamp or TANF case number certifying the household is currently eligible for either of these assistance programs and an adult household member signature and (2) names of all household members, the name and social security number of the adult household member signing the application form, monthly income by source for each household member and a signature of an adult household member certifying that the information provided is correct.

Households receiving free or reduced price benefits must notify school officials during the school year of any decreases in household size and any increases in income of over \$50 per month or \$600 per year. Households must also notify officials of any termination of benefits for children under the Food Stamp or TANF Programs.

Foster children may also be eligible for these benefits regardless of household income. If a household has foster children living with them and wish to apply for such meals for them, they may do so by completing a separate application form.

Under the provisions of the policy _____ will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the reviewing official may wish to discuss the decision with the reviewer on an informal basis. Parents wishing to make a formal appeal may make a request either orally or in writing to _____ whose address is _____
(Name of District Superintendent or SE A official)
For a hearing to appeal the decision. The hearing procedures are outlined in the policy.

If a household member becomes unemployed or if household size changes, the household should contact the school to file a new application. Such changes may make the children of the household eligible for free or reduced price meals if the household income falls at or below the levels shown above.

A complete copy of the policy is on file in each school and in the office of the District Superintendent where any interested party may review it.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

This release was sent to the following newspapers: _____

Attachment E: Public Media Release

Attachment D: Notification Letter

F

Meal Count/Collection Procedure(s)

School Food Authority: _____

Complete the checklists in Section A to indicate procedures used in your school/district for counting meals and collecting revenues by placing a check in the applicable box. Then continue to Section B of Attachment F for detailed descriptions of the count procedures to be used at school sites. The actual procedures will be entered by site in the required profile information obtained via the School Nutrition Automated Claim System (SNACS).

SECTION A:

1. All approved meal count/collection procedures must include a method for prepayment and/or post billing (charging). **Charging is seldom recommended.** The provision for allowing for prepayment and/or post-billing should make free and reduced-price meal recipients appear as students who pay full price or reduced. **Check one or more of the following:**

☐ Students or parents can make full and reduced-price meal payments in advance in a designated area away from the cafeteria serving line on a daily, weekly, or monthly basis. Students receiving free meal benefits receive such meals in the exact same way as paying students.

☐ Full and reduced-price meals can be post-billed (charged). Parents are billed and may mail in payments or students or parents may pay in a designated area away from the cafeteria serving line for meals already received. Care is taken that neither the billing nor the payment identifies those who pay nothing.

* * * * *

2. The option of prepayment (and/or charging) of meals should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc. Some districts offer incentives for prepayment options when cash is also accepted on the serving line. **Check one or more of the following:**

The ability for students and/or parents to prepay (or charge) is routinely advertised:

☐ In the letter to parents (Notice/Letter to Households) sent home with the application at the beginning of each school year.

☐ In an announcement made over the school's public address system.

☐ In a newspaper/newsletter article.

☐ By a posted notice (sign) displayed in the cafeteria area.

* * * * *

3. The medium of exchange for free and prepaid (or post-billed) reduced and full-price meals must be identical except for the code. Color-coding by category or single-symbol coding

Attachment F: Meal Count/Collection Procedures

Attachment G: We Must Check Your Application Letter

Attachment H: We Have Checked Your Application Letter

Attachment I1: Verification Tracker for School UseAttachment I2: Verification Roster

South Carolina School Food Service Program Reference Manual

Section 2C: Policy Statement

Form 5 Section 10 SFA Verification Summary

School Food Authority Verification Summary

Year: _____

SFA Name: _____

Description of Selection Method (check method used)

_____ Random Sampling

_____ Focused Sampling

_____ 100%

_____ Other (Describe): _____

Total Number of Approved Applications on file as of October 31, 20 ____: _____

Summary of Verification Results	Number Verified	Percent Verified
If Focused:		
Number of Food Stamp/TANF Applications on File October 31: _____		
Number of Food Stamp/TANF Applications Verified: _____	_____	_____ %
Number of NON-Food Stamp/TANF Applications Verified: _____	_____	_____ %
If Random or Other Method:		
Number of Applications Verified: _____	_____	_____ %
Verification Results:		
Number of students (including siblings, if applicable) whose benefits changed from:		
Free to Reduced: _____		
Reduced to Free: _____		
Free or Reduced to Ineligible (Paid) _____		
Terminated due to No Response: _____		

The above SFA-wide data and the information noted for each verified application must be maintained on file for review purposes.

Signature of Verifying Official _____ Title of Verifying Official _____

Date Verification was Completed _____

Attachment I3: School Food Authority Verification Summary

Form 1 Section 9B
Notification of Predetermined Eligibility (Direct Certification)

Date: _____

Dear Parent or Guardian:

Because you are currently eligible to receive food stamps or TANF or both, your child/children have been pre-approved to receive free school lunch and breakfast. This pre-approval is for the following children:

Child/Children's Name(s)	School Name
_____	_____
_____	_____
_____	_____

At the beginning of the school year a letter to parents and an application for free and reduced-price meals are distributed to each household. Do not fill out or return an application for the child/children listed above. These benefits will start the first day of school. You must notify the school of loss of food stamp or TANF benefits. At that time it may be necessary to fill out an application for continuation of meal benefits.

If you do not want the free meals for your child/children, or if any of the above information is incorrect, if you have any questions, please contact:

Name: _____

Title: _____

Address: _____

Telephone: _____

Sincerely,

(Signature of Authorized Representative) _____

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 320-N, Written Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-725-1864 (voice and TDD). USDA is an equal opportunity provider and employer.

Attachment J: Notification of Predetermined Eligibility

SECTION II

WAIVER OF CONFIDENTIALITY FOR FREE AND REDUCED PRICE MEAL ELIGIBILITY DISCLOSURES

Although not as restrictive as in the past, rules of confidentiality still apply to the use of free and reduced-price eligibility information by student name. States are currently allowed to use free and reduced price eligibility information in summary form for demonstrating economic need or for purposes of program funding. The restrictions apply when individual students are identified through lists, announcements, etc. as eligible for free and/or reduced-price meals. The meal application solicits information to determine eligibility for school meal benefits only and such documents including direct certification listings must be treated in a confidential manner.

To accommodate the need for free and reduced-price meal information on an individual basis, USDA established a waiver of confidentiality option which allows the household to grant permission for the use or disclosure of their child's (or children's) free or reduced price meal eligibility for other program purposes. A sample waiver document is included in this Section. As indicated on the suggested form, exact purpose and/or benefits must be clearly identified. Waivers may be included on the meal application, however, all required statements and disclaimers must be on the application or in the cover letter to the households. Specifically, households must be informed that:

- Signing the waiver is not a requirement or prerequisite to receiving meal benefits.
- Participation in the TANF (AFDC) or food stamp programs will not be disclosed.
- The waiver will only be used for those programs or benefits agreed to by the household.
- The Privacy Act applies if the household member's social security number is used in any manner. (The household must be informed whether the provision of the social security number is voluntary or mandatory, by what authority the number is solicited, who will use the number and how it will be used.)

Agencies other than the school district using eligibility information by student name must assure the district in writing that eligibility status information will be used for the stated purpose only. The district may want to administer the waiver process on an individual benefit or program basis rather than list various uses together on one waiver document.

The waiver of confidentiality only applies when free and/or reduced-price meal eligibility is used or released on an individual name basis. Any summary use of free and reduced-price meal eligibility data is permissible without going through the waiver process. USDA has formally authorized three exceptions to the waiver requirement: (1) names of students with his or her eligibility may be used without a waiver for National Assessment of Education Progress (standardized testing), (2) provided to officials collecting data for Title I allocation and evaluation purposes, and (3) shared with Medicaid and State Children's Health Insurance Program (SCHIP) officials and agencies with appropriate written agreements in place.

Section II: Waiver of Confidentiality Disclosures

Section III: Direct Certification for Free Meal Benefits—Refer to SCSFS Program Reference Manual, Section 10, for explanation and relevant prototype forms.

Section IV: Special Assistance Provisions 1, 2, and 3—Refer to SCSFS Program Reference Manual, Section 9C, for explanation and relevant prototype forms

(For use by schools and program sites which do not have separately identifiable charges for meals.)

Lunch Program ☐ and School Breakfast Program ☐, and Afterschool Snack Program ☐ and accepts responsibility for providing free and reduced-price meals to eligible children in the school(s) under its jurisdiction.

The School Food Authority assures the South Carolina Department of Education that the following policies administering the program(s) in the school(s) and sites under its jurisdiction will be uniformly implemented. In fulfilling these responsibilities, the School Food Authority:

1. Agrees that there will be no physical segregation of, nor any other discrimination against, any child.
2. Agrees that in the operation of Child Nutrition Programs, no child shall be discriminated against because of race, color, sex, age, national origin, or disability.
3. Agrees to submit to the South Carolina Department of Education any changes to this policy statement prior to implementation of these changes. **Such changes will be effective only upon approval.**

Agrees to establish a procedure to accurately count at the point of service the number of meals claimed, and to plan and produce meals with the objective of providing one reimbursable lunch and/or breakfast and/or afterschool snack per child per day. Any excess meals shall not be claimed for reimbursement.

COMPLIANCE WITH THESE REQUIREMENTS WILL BE MONITORED BY THE S.C. DEPARTMENT OF EDUCATION AS PART OF ITS SUPERVISORY ASSISTANCE AND MONITORING EFFORTS.

The following attachments are considered part of this policy:

Meal Count Methods (**Attachment A**), and sample RCCI Meal Eligibility Documentation sheet (**Attachment B**). **Attachment A** must be your guide for choosing the appropriate meal count procedures. Information on these meal count procedures must be entered on the School Nutrition Automated Claims System (SNACS) for each site and program. **Attachment B** is for your use in documenting eligibility at the program site.

IMPORTANT NOTICE

*This non-pricing program policy applies to residential students only. If day students are involved in any manner, a pricing policy covering free and reduced price eligibility will also be needed.

APPROVED BY:

**S. C. Department of Education
Office of School Food Services and Nutrition:**

Institution:

Director, State Office of School Food Services and Nutrition

Signature of School Food Authority Representative

Date _____

Date _____

Regulations require that meal counts at lunch and breakfast be taken at the point of service. This is the point at which one can accurately determine that a reimbursable meal has been served to an eligible child. For schools with a regular cafeteria line, this point would be at the end of the serving line, where one could see all of the items a child has been served. The meal count method must provide an accurate count by category (free, reduced price, and paid) and must not overtly identify any child eligible for free or reduced price meals, either when tickets are issued or when the meal is served.

1. Roster

Roster is a preparation that contains the names of all children. The words "free" and "reduced price" do not appear on the roster used at the meal service. If you serve meals to children in more than one location, the roster is prepared for each location. The roster is used to determine if a child is eligible for a meal. **Must be** added so that the category is shown in a way that will not overtly identify the children's benefit levels. The names of individual children are checked off as they receive meals. A count by category is made of all meals served daily. The cashier checks off the names of students on the roster as they receive meals. Children may pay cash at serving time or go to a designated place during the day and pay in advance for a week or other specified period.

At all times, when children are served, there is no overt identification of the children eligible for free and reduced price meals.

This method will be used for breakfast _____, lunch _____

2. Accompanying Adult

Accompanying Adult
A teacher or other adult accompanies each group of children to the dining area and/or eats with them. These adults have been confidentially informed of the eligibility category of each child and are responsible for recording the actual number of children served during the meal service. The counts by category from each group or class are later consolidated by the food service manager or other designated personnel, to obtain the total daily count for each meal.

At all times, when children are served, there is no overt identification of the children eligible for free and reduced price meals.

This method will be used for breakfast lunch

3. Identical Tickets

All children are given a ticket. The tickets are identical except for the names of the children written on them. Each child's ticket is collected as he/she receives a meal; these are later compared with a roster of the children's eligibility to obtain the number of meals served by category; a count of all meals served is made daily. The tickets are returned to the children for use following the meal service.

At all times, when tickets are distributed and when meals are served, there is no overt identification of the children eligible for free and reduced price meals.

This methods will be used for breakfast , lunch

ATTACH SAMPLE TICKET(S)

Non-Pricing Program Attachment A: Meal Count Methods

[illegible]

Notes: